



U.S. AMBASSADORS FUND for CULTURAL PRESERVATION



CULTURAL HERITAGE CENTER – BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS – U.S. DEPARTMENT OF STATE

Getting Started

STEP 1: HOW TO REGISTER

NEW USERS

To register, go to <http://www.afcp.us> and click on **Register Here** (see below).

The screenshot shows a Microsoft Internet Explorer browser window displaying the website <http://www.afcp.us/index.do>. The page features the U.S. Ambassadors Fund for Cultural Preservation logo and navigation links such as "Help" and "System Compatibility". A "Log In" section on the left contains input fields for "User ID:" and "Password:" (both marked with an asterisk to indicate required fields), a "Login" button, and a "Forgot Password?" link. On the right, a "New to WebGrants?" section includes a "Register Here" link, which is highlighted by a red arrow.

Fill out the registration form. Fields marked with an asterisk (*) are required fields. When you are finished, click on the **Register** link in the right-hand corner of the registration form (see below).



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Register

Personal Information

Name: Dr. [First Name] [Middle Name] [Last Name]

Title: Chief of Mission (COM)

Email: *

Address: *

City: * [City] [Outside US/Canada] [State/Province] [Postal Code/Zip]

Country: * Afghanistan

Phone: [Phone] [Ext.]

Fax: *

Anticipated End of Tour Date: *

Organization Information

Name: *

Organization Type: U.S. Department of State

Web site: *

Address: *

Once registered to use the system, you will receive a confirmation email which will include your login and password. Make sure you save that email message in a secure place so that you will have that login information when the time comes for you to create and submit an application.

RETURN USERS

If you remember your user name and password, you can log into the system using them. If you have forgotten your password, you can request a password reminder message by clicking on **Forgot Password?** on the main page.

If you have forgotten your login, please email afcp@state.gov and ask for a reminder.

STEP 2: LOG INTO THE AFCP.US SITE AND START BUILDING AN APPLICATION

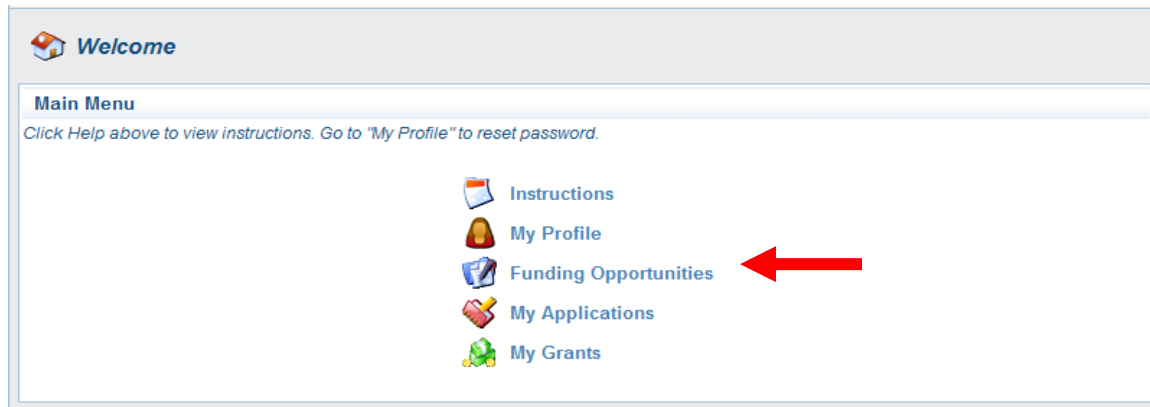
Once you have received a confirmation by email that you are registered with the system. Log into the system from the <http://www.afcp.us> website. You will see a menu of options that looks like this (see next page):



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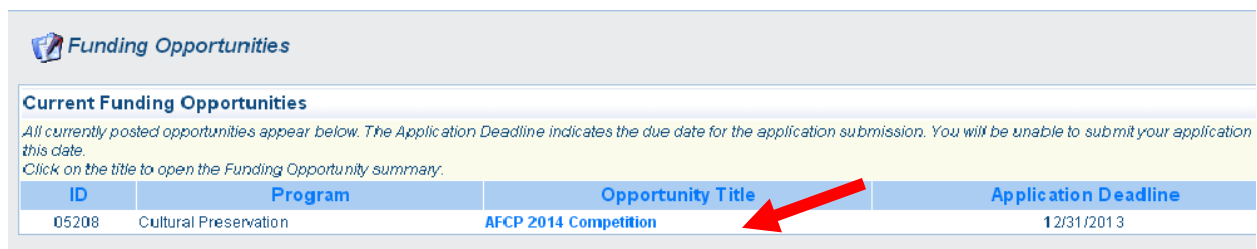


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To start building a new application, click on **Funding Opportunities**. To continue with or to complete an existing application that either you or someone else in your organization has already started, click on **My Applications**. For this step, we will click on **Funding Opportunities** to create a new application.

The next screen will show a list of open Funding Opportunities. Click on **AFCP 2017 Competition** to begin building an application (see below).



Read through the Opportunity Details carefully, including the Opportunity Description. To start a new application, click on the **Start a New Application** link in the upper right-hand corner of the box (see below).



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Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#)

05208-AFCP 2014 Competition

Cultural Preservation

Application Deadline: 12/31/2013 11:59 PM

Award Amount Range: \$10,000 - \$200,000

Project Start Date:

Project End Date:

Award Announcement Date:

Program Officer: Martin Perschler

Phone: 2026326308 x

Email: afcp@state.gov

STEP 3: BUILDING OUT THE APPLICATION

Now you are ready to start building out the different sections of the application. The first screen will ask you to enter a title for your application (also called a project proposal; see below).

The screenshot shows a web application interface. At the top, there is a navigation bar with icons and links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled 'General Information' with a note: 'This page must be completed and saved before proceeding with the rest of the application process'. The form contains several fields: 'Primary Contact:' with a dropdown menu showing 'AFCP Tester'; 'Project Title: (limited to 250 characters)*' with a text input field; 'Authorized Official:*' with a dropdown menu showing 'AFCP Tester'; and 'Organization:*' with a dropdown menu showing 'Cultural Heritage Center'. At the bottom right of the form, there is a link that says 'Return to top to save'.

You will also notice the **Save** link and icon in the upper right-hand corner of the box. Use this button often to save your work, especially when your connection to the Internet is slow or unreliable.



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A FEW WORDS ABOUT NAMING PROJECTS: Since 2008, the Cultural Heritage Center has made a concerted effort to standardize (conventionalize) the way we name AFCP projects. Generally speaking, project titles:

begin with one of the following terms:

- Conservation (including Preventive Conservation)
- Consolidation
- Documentation
- Preservation
- Protection (often as Preservation and Protection)
- Rescue Excavation
- Restoration
- Stabilization (including Emergency Stabilization)
- Training (as in Training in the Preservation, Conservation, or Protection of something)

and include (ideally and if known): the age of the site, object, collection, or tradition; the name of the object, site, or form of expression (Baka Dance, etc.); and the location.

A good example of this naming convention in action is the following project from Ethiopia:

Preservation of the Early 20th-Century Palace of Teferi Mekonnen in Harar

If a project is a recurring or continuation of a previous project, use the name of the earlier project. The project year distinguishes between the initial and subsequent phases of a project. You can also add Phase II, Phase III, etc. after the title to indicate successive phases of a project. If you are unsure of the name of the earlier project, contact us at afcp@state.gov for assistance.

Be sure to save your work!

Once you have given your application a title and saved your work, you will see a different screen (see below).



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Application: 05209 - Test Proposal	
Program Area: Cultural Preservation	
Funding Opportunity: 05208 - AFCP 2014 Competition	
Proposal Deadline: 12/31/2013	
Instructions	
<i>This page must be completed and saved before proceeding with the rest of the application process.</i>	
General Information	Go to Application Forms
System ID: 05209	
Project Title: Test Proposal	
Primary Contact: Caroline Conway	
Organization: Cultural Heritage Center	
Budget* \$45,000	

This screen will show the project title, plus the System ID, which is the unique identification number that the system has assigned to your application.

To continue building the proposal, click on the **Go to Application Forms** link.

The next screen you'll see lists all the application sections that you will need to fill out and then mark as "Complete" before submitting the finished application to the ACP 2017 Competition. You are required to fill out information or attach documents in every section except for Miscellaneous Attachments. Detailed instructions for each section appear below the screen shot.

Once you have marked each section complete, you can view your application by clicking on the **Application Details** link (see below).



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Application: 05210 - Test Proposal

Program Area: Cultural Preservation

Funding Opportunity: 05208 - AFCP 2014 Competition

Proposal Deadline: 12/31/2013

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms

[Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	10/22/2013
Project Basics		
Project Applicant Information		
Project Location		
Official Permission to Undertake Project		
Project Purpose		
Project Activities Description		
Project Time Frame or Schedule		
Project Participant Information		
Importance of Site, Object, or Form of Expression		
Urgency of the Project		
Statement of Sustainability		
Rationale for U.S. Support of the Project		
Media Plan		
Budget Worksheet		
Budget Summary		
Resumes		
Images and Audiovisual Files		
Miscellaneous Attachments		
Clearance		

INSTRUCTIONS FOR COMPLETING THE APPLICATION SECTIONS:

Project Basics (formerly Project Details) **REQUIRED**

Please provide the following basic information about the proposed project. Fields marked with an asterisk (*) are required fields, and you must fill out those fields before saving this section and moving to another part of the application.

IMPORTANT TIP: Since internet connectivity can get in the way of completing your application, make sure you save the application regularly, especially after you add a significant amount of information.

To save the application, click on the **Save** icon in the upper right-hand corner of this screen.



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In this section, you must select a Project Focus Area, provide estimated begin and end dates for the project, enter the name of the Ambassador (or Chargé or Consul General if there is no ambassador), and indicate your State Department region. Refer to the *AFCP 2017 Glossary* for definitions of the focus areas and categories.

Options for Project Focus Area:

Cultural Objects and Collections

- Archaeological Collections
- Ethnographic Objects
- General Museum Conservation
- Manuscripts
- Paintings and Sculpture

Cultural Sites

- Archaeological Sites
- Historic Buildings and Sites

Forms of Traditional Cultural Expression

- Craft
- Dance
- Drama
- Language
- Music
- Ceremony
- Traditional Knowledge

Also indicate whether the proposed project takes place within a World Heritage Site, whether the site or object is privately owned, or if the proposed project builds upon a project previously supported through AFCP in the past. If the proposed project builds upon a previous one, enter the title of the previous project and the year of the AFCP grant. Also, please indicate whether the proposed project engages women, youth and underserved communities, supports MOUs or other bilateral agreements.

Project Applicant Information REQUIRED



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Provide information on the project applicant on whose behalf the embassy is submitting this application. For the purposes of the AFCP program, qualified applicants are defined as reputable and accountable, government agencies and offices, NGOs, universities, museums, and similar institutions and organizations that are able to demonstrate they have the requisite experience and capacity to manage projects to preserve cultural heritage.

Embassies must vet applicants for eligibility, suitability, and reputable performance in cultural preservation or similar activities.

NOTE:

- Applicants must be able to receive AFCP grants in accordance with AFCP program policies.
- Applicants requesting \$25,000 or more in federal assistance **must have a Dun & Bradstreet Universal Numbering System (DUNS) number** and be registered in the System For Award Management (SAM) Database (<http://www.sam.gov>) prior to submitting applications. Applicants may acquire DUNS numbers at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by requesting a number online at <http://fedgov.dnb.com/webform>. Refer to Grants Policy Directive no. 29 for the official policy, additional instructions, and conditions which might justify an exemption from this requirement: <http://aopefa.a.state.gov/Content/documents/GPD29.pdf>

In this section, you must fill out the name of the applying organization, the type (see list below), the country in which the applicant is located, and the name of the **project director** (principal investigator).

Applicant Types:

Foreign Educational Institution
Foreign Government: Ministry of Culture
Foreign Government: Other
Foreign NGO/PVO
Other
Public International Organization (PIO)
U.S. Educational Institution



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U.S. Non-Profit Organization (501(c)(3))

Project Location REQUIRED

Identify where the project will take place and describe the location. If the project site is located outside of an identifiable city, town, or village enter the nearest locale. If the project occurs across a region, enter the name of one city, town, or village within that region where project activities are to take place and then describe the boundaries of the study region in the description section below. NOTE: Project site must be accessible to embassy staff.

Purpose (formerly Project Purpose and Summary) REQUIRED

Briefly explain the overall project objectives and the desired results. For example, is the purpose of the project to:

- Restore an 18th-century town hall so that it can be used once again by the community?
- Preserve and protect a Bronze Age archaeological site so that people can visit it and looters can't destroy it?
- Conserve 13th-century manuscripts or textiles so that students and scholars can study them in the future?
- Improve collection storage conditions at a national museum renowned for its collection of early 20th-century paintings and sculpture so that the objects don't deteriorate?
- Document a traditional dance performance whose practitioners are dying out, so that future generations and scholars will know how it was performed and what it meant?

Project Activities Description (formerly Project Description) REQUIRED

Explain how the applicant intends to achieve the project objectives and results. Present the proposed activities in a logical order and describe how those activities directly contribute towards achieving the project objectives and results.

Time Frame or Schedule (formerly Timeframe) REQUIRED



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Indicate the estimated time frame for the project. Include any major project phases and milestones, along with performance target dates for achieving them. Remember that the work cannot start until after all the grant documents have been signed.

If you have a PDF, MSWord, or other file of the project schedule, say so here and attach it as an attachment later on in the application (under Miscellaneous Attachments).

Project Participant Information REQUIRED

Enter the estimated number of primary (key) and secondary project participants. Primary participants include project directors, managers, consultants and other experts, or anyone else playing a significant role in the project. Secondary participants included skilled and unskilled laborers, occasional workers and volunteers, or anyone else not considered a primary project participant.

Also enter the total number of US and non-US participants. The total number of US and non-US should equal the total of primary and secondary participants entered above.

Importance of Site, Object, or Form of Expression (formerly Project Significance) REQUIRED

Briefly describe the importance of the cultural site, cultural object, collection, or form of traditional expression. Be sure to highlight its historic, architectural, artistic, or cultural (non-religious) values as well as the date created or date range (ex: 12th-century; 1750s).

Special Note Regarding Sites and Objects That Have a Religious Connection: The establishment clause of the U.S. Constitution permits the government to include religious objects and sites within an aid program under certain conditions. For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical or other cultural (not religious) criteria.

Urgency of the Project REQUIRED

Describe the urgency of the proposed project. Indicate the severity of the situation and explain why the project must take place now.

Statement of Sustainability REQUIRED



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Outline the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills either resulting or gained from the project.

Media and Outreach Plan REQUIRED

Describe how post intends to highlight and amplify U.S. government support for AFCP programs through existing print, electronic, and social media platforms.

Rationale for U.S. Support of the Project REQUIRED

Embassy must explain why the U.S. government should fund this project. How does it help the embassy achieve its diplomatic goals? What is the national interest of the U.S. to support this project? Does the project support an existing bilateral agreement? Does it help fulfill an MSP goal? Does the proposed project build upon a project supported previously by the U.S. government?

Project Budget Worksheet REQUIRED

Using the mandatory template, list all anticipated project costs per year in the designated cost categories (Personnel, Travel, Equipment, Supplies, Contractual, Other Direct Costs). Also indicate the anticipated funds from other sources, whether cost sharing or other forms of cost participation (in-kind contributions, etc.).

Upload your detailed AFCP project budget worksheet here by clicking on the Add button above.

Before uploading the completed budget worksheet, rename the file according to the proposal ID number (it should start with 11, followed by three digits) and the word "budget." Examples: 13004budget.xls; 13136budget.xls.

Project Budget Summary REQUIRED

Enter the project budget category subtotals (in US dollars) below from the worksheet. Enter only the amounts requested through AFCP for the project.

Important and Helpful Information on the Budget Categories



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- *Personnel:* Use this budget category for wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project.
- *Fringe Benefits:* Enter any requirement benefit payments here if not included in the Personnel cost category above.
- *Travel:* Use this budget category for the estimated costs of travel and per diem for this project. If the project involves international travel, include a brief statement of justification for that travel either in the Project Activities Description or as an Attachment.
- *Equipment:* Use this budget category for all tangible, non-expendable (non disposable) machinery, furniture, and other personal property having a useful life of more than one year (or a life longer than the duration of the project), and a cost of \$5,000 or more per unit.
- *Supplies:* Use this category for building, conservation, and other materials that will be consumed (used up) during the course of the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.
- *Contractual:* Use this budget category for goods and services that the applicant intends to acquire through a contract with a vendor, such as masonry repair and re-pointing services that include the costs of materials as part of a contract, or professional photographic services that include photographic prints as part of the contract.
- *Other Direct Costs:* Use this budget category for other costs directly associated with the project, which do not fit any of the other categories. Examples include shipping costs for materials and equipment, and the costs of utilities (water, electricity, Internet) required for the project.

If the project involves international travel, attach the justification for international travel as a PDF, MSWord, or other text document to the Miscellaneous Attachments section towards the end of the application form.

NOTE: Although the standard U.S. Government forms include Indirect Costs as a budget category, the Ambassadors Fund does not support such costs.

Resumes REQUIRED

Attach resumes of the Project Director (also known as the Principal Investigator) and other key project participants below.



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Acceptable file formats for resumes: PDF, MSWord, and generic text files (TXT, RTF).

Before uploading the resume files, rename them so that they include the five-digit proposal number and the person's last name. Examples: 13067smith.doc; 13134wozniak.pdf; 13201hernandez.txt.

To attach a resume file, click the Add button in the upper right hand corner of the screen.

Images and Audiovisual Files* REQUIRED

Attach at least three high quality digital images (**JPEG format**) or audiovisual files that convey the nature and condition of the site, object, or form of expression highlighted in the proposal and that, in the case of a site or object, show the urgency or need for the proposed project. Examples: images that show a wall on the brink of collapse, a deteriorated painting or textile, etc.

Before uploading image files, rename the files using the five-digit proposal ID number, followed by "image001," "image002," etc. Example: 13053image001.jpg; 13053image002.jpg; 13053image003.jpg; etc.

Rename the audiovisual files according to the proposal ID number followed by "av001," "av002," etc. Example: 13189av001.mov; 13189av002.mov; etc.

To attach a file, click the Add button in the upper right hand corner of the screen.

Miscellaneous Attachments* OPTIONAL

Use this part of the application to attach miscellaneous PDFs or MSWord or other files that you would like to share with the reviewers.

Miscellaneous Attachments may include:

- copies of historic structure reports;
- object conservation and needs assessments;
- justifications for international travel;



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- original applications, budgets, and schedules received from the applicant;
- additional letters of support, including letters from ambassadors;
- copies of pertinent newspaper reports on the site or object; etc.

Before uploading the files, rename the files using the five-digit proposal ID number, followed by a descriptive title etc. Example: 13053pressclips.pdf; 13053needs_assessment.pdf; etc.

To attach a file, click the Add button in the upper right hand corner of the screen.

Official Permission to Undertake the Project REQUIRED

Attach proof of official permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation and protection of the site, object, or collection. In some cases, such as a local or regional survey of multiple cultural sites, permission from the national cultural authority (ministry of culture, historic monuments administration, department of antiquities, etc.) will do.

If it is not possible to obtain official permission or if, in your estimation, official permission is unnecessary, provide a brief explanation as an attachment to this section of the application.

To attach a file, click the Add button in the upper right hand corner of the screen.

Before uploading the file (or files), rename it using the five-digit proposal ID number, followed by a descriptive title etc. Example: 13053permission.pdf; 13064permission.doc; etc.

Front Office Clearance REQUIRED

Indicate that the embassy Front Office has cleared this proposal for submission to Washington. If the embassy has ranked the proposals according to priority, let your cultural coordinator in Washington know!

STEP 4: SUBMIT THE APPLICATION * REQUIRED *****



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Once you have completed all the sections (and marked them “Complete”), you are ready to submit the application to the AFCP 2017 Competition. Failure to do so will result in the disqualification of the application.

*****TO SUBMIT THE APPLICATION, click on the **SUBMIT** link*****

Finally, send an email to afcp@state.gov informing us that you have submitted a proposal (you can include the application ID number and title). We will check to make sure that we have received the application and let you know if we will need any more information on the project.